SMALL IMPROVEMENT FORM (SI)

This form is to be used by all Schools/Units/Residences requiring feasibility/costings/implementation of works which falls under a small improvement. A small improvement is work which is outside maintaining the integrity of the fabric of a building or the services within a building eg. a room within a building has air conditioning which is currently fit for purpose. School/Unit/Residence has requested the unit be replaced with a modern system, this would be classed as a “Small Improvement”. If further information/clarification is required please contact the Estate’s Helpdesk by emailing maint2@st-andrews.ac.uk.

It is necessary to introduce this as a separate requisition system from repair/maintenance for accounting purposes to ensure that charges for this work are clearly established for the requisitioning school/unit/residence.

a) The Requisition Form is attached for the use of each Budget Holder of School/Unit/Residence. Only forms signed by the Budget Holder of the School/Unit/Residence or in their absence an authorised signatory of the appropriate budget will be accepted by Estates and processed for action. It should be noted that it is essential to identify at this stage the budget title and account number and to confirm funding is available. If the work requested is in excess of £25,000, Estates will notify the appropriate FAS team for capitalisation purposes if applicable.

b) Estate’s staff will not to accept telephone or verbal requisitions for small improvements/additions. All requests are be sent to Estates using the attached SI Requisition Form. This should help to reduce duplication of requests which still occur.

c) When requests are made, as much detail about the improvement/addition should be given including the location and a contact name within the School/Unit/Residence who can assist in briefing the scheme.

d) A fee may arise from the establishment of a budget cost and feasibility study, which will be chargeable to the School/Unit/Residence. Please note that all feasibility costs incurred are chargeable even if the small improvement/addition is not taken to completion stage.

e) All requests that have an impact on space use or result in a significant change of use, must first be assessed by the Space Planning Manager. This applies to School / Unit controlled space and all centrally controlled space such as teaching, study, social and work space.

f) On receipt of a quote for requested works, it will be forwarded to the requester for acceptance. Please note that quotes are only valid for a period of 21 days from the date of receipt. If no confirmation has been received after this period, the requester will receive an email enquiring if they wish to proceed with the work. If no response is received within 5 working days, the work request on the Helpdesk will be cancelled and any feasibility costs incurred will be charged to the appropriate budget code.

g) The value limit of a small improvement/minor works will not go above £1,000,000. If Estates ascertain that the cost will be higher, the requester will receive communication and advice from Estates as to the procedures which should be followed in these circumstances.

Please return a scanned copy of the completed form to: maint2@st-andrews.ac.uk
SCHOOL/UNIT/RESIDENCE:

DESCRIPTION OF WORK (including an indication of any new furniture and equipment required. Additional sheets or sketches can be attached):

LOCATION (including Building Name, Floor and Room Number)

Please advise if a quotation is required before commencing with above works:-

(Yes) □ (No) □

(This part must be completed)

Can you foresee a change to space utilisation being made
(eg. conversion of an office to a laboratory). Please refer to Paragraph (e) overleaf for information.

CONTACT NAME: (For briefing information)  TELEPHONE NO:

COST CENTRE  ANALYSIS CODE  DETAIL CODE

4880

SIGNATURE OF BUDGET HOLDER (I confirm that the funding is available for this SI)

PLEASE PRINT NAME  DATE